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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY**

**REGISTERED UNIT STANDARD:**

# Apply principles of information systems to public finance and administration

| SAQA US ID | UNIT STANDARD TITLE | | |
|---|---|---|---|
| 119352 | Apply principles of information systems to public finance and administration | | |
| **SGB NAME** | | **REGISTERING PROVIDER** | |
| SGB Public Administration and Management | | | |
| **FIELD** | | **SUBFIELD** | |
| Field 03 - Business, Commerce and Management Studies | | Public Administration | |
| **ABET BAND** | **UNIT STANDARD TYPE** | **NQF LEVEL** | **CREDITS** |
| Undefined | Regular | Level 5 | 12 |
| **REGISTRATION STATUS** | **REGISTRATION START DATE** | **REGISTRATION END DATE** | **SAQA DECISION NUMBER** |
| Registered | 2005-06-15 | 2008-06-15 | SAQA 0260/05 |

## PURPOSE OF THE UNIT STANDARD

Learners working towards this standard will be working within a Public Sector environment, specialising in Public Finance Management and Administration, where the acquisition of competence against this standard will add value to one`s job. This standard will also add value to public officials who are seeking to develop a career pathway towards becoming an accomplished public finance management and administration specialist.

The qualifying learner is capable of:

- Identifying and describing the elements of management information systems (MIS) relevant to public finance management and administration
- Utilising information technology to aid management planning
- Assessing the risk associated with information technology
- Utilising e-commerce and e-governance to enhance work productivity

## LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

Learners accessing this Unit Standard must be in possession of a Further Education and Training Certificate or equivalent qualification

## UNIT STANDARD RANGE

N/A

## UNIT STANDARD OUTCOME HEADER

N/A

## Specific Outcomes and Assessment Criteria:

**SPECIFIC OUTCOME 1**

Identify and describe the elements of management information systems (MIS) relevant to public finance management and administration.

**ASSESSMENT CRITERIA**

**ASSESSMENT CRITERION 1**

Relative merits of different hardware and applications architectures are evaluated

**ASSESSMENT CRITERION 2**

Features and opportunities of commonly used IT resources are explained.

**ASSESSMENT CRITERION 3**

The economic forces that have created an environment that foster e-commerce and e-governance are identified and discussed in relation to the public finance and administration sector.

**ASSESSMENT CRITERION 4**

The value and cost of information is described and evaluated.

**ASSESSMENT CRITERION 5**

Opportunities for the use of information technology in the public sector are identified with reference to implementation of information systems.

**ASSESSMENT CRITERION 6**

Problems associated with computer-based information systems in government are discussed and ways to overcome such problems are stated.

**ASSESSMENT CRITERION 7**

The different ways the web is used to communicate with different stakeholders are understood and applied to public administration.

**SPECIFIC OUTCOME 2**

Utilise information technology to aid management planning.

**ASSESSMENT CRITERIA**

**ASSESSMENT CRITERION 1**

The importance of an information system in the management planning, decision-making and control is discussed.

**ASSESSMENT CRITERION 2**

Different information needs are explained with reference to different management levels.

**ASSESSMENT CRITERION 3**

Communication problems in a range of public sector situations are analysed and recommendations made to correct them.

**ASSESSMENT CRITERION 4**

Information technology is utilised to enhance work productivity and provide for more expedient communications.

**ASSESSMENT CRITERION RANGE**

Information technology utilised to enhance work productivity includes but is not limited to emails, word processing, spreadsheets, presentation packages, databases

**SPECIFIC OUTCOME 3**

Assess and provide recommendations on the risk associated with information technology.

**ASSESSMENT CRITERIA**

**ASSESSMENT CRITERION 1**

Potential information technology risks are identified.

**ASSESSMENT CRITERION RANGE**

Areas of information technology risk include but are not limited to confidentiality of information, integrating of information, availability of information, information processing platforms and networks, denial of service/availability, unauthorized disclosure/modification of information, destruction of information, back-up of information

**ASSESSMENT CRITERION 2**

Scenarios around information technology risks are identified to establish the impact on public finance and administration processes.

**ASSESSMENT CRITERION 3**

Control measures and techniques are implemented and tested against all possible risks identified.

**ASSESSMENT CRITERION 4**

Service level agreements are drawn up with all information technology users to enable business continuity.

**ASSESSMENT CRITERION 5**

Controls are reviewed and updated on a timely basis as per policies and procedures.

**ASSESSMENT CRITERION 6**

Information security policy, standards and good practice procedures are identified and applied.

**ASSESSMENT CRITERION 7**

Regular back-ups in order to secure information are completed.

**SPECIFIC OUTCOME 4**

Utilise e-commerce and e-governance software to enhance work productivity.

**ASSESSMENT CRITERIA**

**ASSESSMENT CRITERION 1**

The concept of value chain analysis is used to identify opportunities for e-governance and e-commerce

**ASSESSMENT CRITERION 2**

Functions of e-commerce and e-governance software are understood in the context of improved service delivery.

**ASSESSMENT CRITERION 3**

Threats and related preventative measures to e-commerce and e-governance are described.

**ASSESSMENT CRITERION 4**

Internet and other web-based IT resources are described and used to enhance public finance and administration.

**UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS**

- Any individual wishing to be assessed (including through RPL) against this unit standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- Any institution offering learning that will enable achievement of this unit standard or assessing this unit standard must be accredited as a provider with the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- Moderation of assessment will be conducted by the relevant ETQA at its discretion.

**UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE**

The learner must demonstrate an understanding of:
- A comprehensive understanding of public finance and administration systems
- A knowledge of different IT product suites
- A knowledge of e-commerce and e-governance
- Website management and applications
- A basic understanding of the security principles relating to Technology Risk
- Data management planning
- IT reporting system

**UNIT STANDARD DEVELOPMENTAL OUTCOME**

N/A

**UNIT STANDARD LINKAGES**

N/A

## Critical Cross-field Outcomes (CCFO):

**UNIT STANDARD CCFO IDENTIFYING**

Identify and solve problems using critical and creative thinking processes to analyse IT problems

**UNIT STANDARD CCFO WORKING**

Work effectively with others as a member of a team, group, organization or community to integrate IT methodologies and work applications

**UNIT STANDARD CCFO ORGANISING**

Organise and manage oneself and one`s activities responsibly and effectively in order to ensure that IT is effectively used to enhance work productivity

**UNIT STANDARD CCFO COLLECTING**

Collect, analyse, organize and crtically evaluate information in order to assess risk factors associated with IT within the public sector

**UNIT STANDARD CCFO COMMUNICATING**

Communicate effectively using visual, mathematical and/or language in the modes of oral and/or written persuasion to communicate via IT

**UNIT STANDARD CCFO SCIENCE**

Use science and technology effectively and critically, showing responsibility to the environment and health of others in ensuring that IT is effectively utilized and the risks associated therewith are minimised

**UNIT STANDARD CCFO DEMONSTRATING**

Demonstrate an understanding of the world as a set of interrelated systems by recognising that problem-solving contexts do not exist in isolation in integrating IT programmes and processes

**UNIT STANDARD CCFO CONTRIBUTING**

Participating as responsible citizens in the life of local, national and global communities by ensuring that IT security regulations are adhered to

**UNIT STANDARD ASSESSOR CRITERIA**

N/A

**UNIT STANDARD NOTES**

N/A

**QUALIFICATIONS UTILISING THIS UNIT STANDARD:**

| | ID | QUALIFICATION TITLE | LEVEL | STATUS | END DATE |
|---|---|---|---|---|---|
| Core | 50372 | Further Education and Training Certificate: Municipal Finance and Administration | Level 4 | Registered | 2009-06-29 |
| Core | 49554 | National Diploma: Public Finance Management and Administration | Level 5 | Registered | 2008-06-15 |
| Elective | 50060 | National Certificate: Public Administration | Level 5 | Registered | 2008-11-30 |

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